

Dover Public Library  
Materials Donations---Conditions of Acceptance

The Dover Public Library encourages and appreciates the donation of books, paperbacks, videotapes, audiotapes, books-on-tape, music CDs, CD-ROMs, computer software, or phonograph albums. Donated items not added to the library's collection will become the property of the Friends of the Library. The Library reserves the right to accept, decline, discard, or sell any materials which are presented or offered.

Donated materials shall be handled according to the following guidelines:

- 1.) Single items or small collections (one bag or an armload) may be donated at the Adult Circulation Desk at any time. Patrons wishing to donate large quantities of books or having multiple cartons of materials should call the Circulation Desk (516-6050) to make arrangements for their delivery. Donations should not be left outside or placed in the bookdrops.
- 2.) Books should be in good condition. The Library will not accept mildewed or moldy books or items with a musty smell.
- 3.) No magazines, textbooks, books with highlighting or underlinings, or Reader's Digest condensed books will be accepted.
- 4.) No encyclopedias over ten years old will be accepted.

The Library will not provide a monetary appraisal or any estimate of worth for donations of materials. Such donations may be tax deductible, but the Library accepts no responsibility for any individual's use of tax deductions. A receipt for the number and type of items donated shall be provided to donors who request one.

While we are grateful for the many wonderful items donated each year that allow us to supplement our collection, it has become necessary to impose these conditions because we have been inundated of late with hundreds of boxes of, frankly, junk books that are in such wretched condition as to be unsaleable. The Library must then find the facilities to dispose of these books. We hope you understand our predicament. We will do our best to accommodate and facilitate your donation of "healthy" books to the Dover Public Library.